



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

☐

Update

☒

Formal Review

Date Submitted 12/11/2011

SECTION I - Identification

Working Title:

Financial Specialist

Department:

Montana Department of Transportation

Job Code Number:

132916

Division & Bureau:

Administration Division
Budget & Planning Bureau

Job Code Title:

Financial Specialist

Section & Unit:

Fiscal Programming

Pay Band:

6

Work Address:

2701 Prospect Avenue
Helena, MT 59620

Position Number:

13008, 33218, 33225, 81110

Phone:

444-6365

☐

FLSA Exempt

☒

FLSA Non-Exempt

☐

Non-Union

☒

MPEA

☐

Blue Collar

Profile Completed By:

Nicole Pallister
John Huth

Work Phone:

444-6365
444-0884

Work Unit Mission Statement or Functional Description:

The Fiscal Programming Section is responsible for developing, obtaining approval, and monitoring the fiscal aspects of implementing the Transportation Construction Program for the State of Montana. The section develops and maintains various financial information systems, coordinates the Department's use of the systems, and uses them to analyze, report, and propose recommendations on the results of the Department's use of its available fiscal resources.

The Fiscal Programming Section is responsible for the following:

- Development and coordination of the MDT Tentative Construction Plan;
- Programming all Title 23 Federal-aid and State Funded Transportation Projects;
- Financial management of the MDT's Title 23 federal-aid apportionments and grants;
- Development and management of the MDT's Tentative Construction Program and Fund Obligation Systems; and,
- Mediates and resolves financial funding disputes.

Describe the Job's Overall Purpose:

The Financial Specialist position located in the Fiscal Programming Section of the Administration Division provides professional level fiscal support to the Department's future highway construction program and federal fund obligation business processes. Including analyzing project information and complex funding scenarios for the federal aid received by the Department on an annual basis.

This position is a part of a career ladder. Work at both levels includes a comprehensive understanding and knowledge base associated with funding scenarios, federal aid, and future highway construction program and associated fiscal programming section's business processes. Work at level II includes the ability to work more independently and provide a higher level of customer service for all levels of the Department. Ensures compliance with Federal and State laws/regulations in regards to funding the annual State construction plan.

Position reports to the section supervisor and does not supervise others.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

Federal Program Preparing and Monitoring

Level 1

40%

Applies funding sources by organizing and formatting information in accordance with FHWA and State requirements.

Reviews documents and input data developed by other professional staff in Fiscal Programming Section for accuracy based on an in-depth knowledge of project development processes and financial model.

Provides assessment, interpretation, and conduct detailed analysis of program requests submitted by other divisions.

Develops and maintains routine reports generated by the Project and Planning Management System (PPMS).

Attends the annual Tentative Construction Plan meeting.

Level II

40%

Resolves inconsistencies and discrepancies identified through critical analysis by negotiating resolutions with other MDT staff within established Fiscal Programming Section operating policies and procedures. Submits information to supervisor for further action when necessary.

Identifies project non-agreements and overrun and recommends solutions. This may include processing project modifications after approvals are obtained.

Performs complex analysis of information and data relationships between the MDT's Fund Obligation Systems and the Department's various accounting systems and program objectives. Products of such analysis may include customized reports, tables, studies or lists.

Actively participates in the Tentative Construction Program annual meeting.

Provides backup to all other professional staff within the Fiscal Programming Section.

Project Programming

Level 1

40%

Analyzes and ensures accuracy of all data input into the Project and Planning Management System (PPMS). Input data is extracted from programming requests, design status reports, construction plans/estimates, preliminary field review reports, scope-of-work reports, split memos, and other engineering/environmental reports.

Initiates specific programming requests such as the recommendation to close a project or project phase.

Level II

35%

Identifies funding sources for projects and sets up all funding aspects of future construction projects.

Continually analyzes various source documents such as engineering reports (preliminary field review, scope of work reports, field plan-in-hand reports, etc.), environmental documents and planning documents to interpret and extract input data for the predictive model. Analysis considerations include: construction cost estimates; preconstruction development cost estimates; eligible funding sources; project scope; project limits; and development complexity.

Determines funding scenarios based on parameters, keeping a balance between programmed and future project funding objectives.

Analyzes and draws necessary information from planning/engineering documentation to develop programming actions.

Reconciliations, Modifications & other duties assigned

Level I

15%

Participates in Financial Teams that research federal and state statutes and appropriations legislation to develop informed assumptions about future resource availability.

Attends meetings to provide status information, resolves differences, and obtains concurrences or commitments as requested by section supervisor.

Participates in planning meetings and general meetings with MDT personnel.

Level II

15%

Generates "what-if" scenarios for use by supervisor in programming discussions (such as ICAP process, implementing new processes, and creating programming documents) with director, deputy director, chief engineer, transportation planning administrator, etc.

Participates in Financial Teams that research federal and state statutes and appropriations legislation to develop informed assumptions about future resource availability. This activity requires in-depth knowledge of the funding grants and programs of the Federal Highway Program, and the annual Federal and biennial state budget cycles.

Develops or may work with the Information Services Division to develop ad hoc and customized financial reports and studies as requested by section supervisor by adapting data base output and writing unique program extracts.

Develops recommendations as warranted by professional judgment for procedural changes to the Fund Obligation System, implements changes as approved and maintains documentation.

Recommends and implements changes to the computerized transfer links to the Federal Highway Administration's Fiscal Management Information System (FMIS), ensuring information is documented and maintained.

Must ensure accurate communication between dynamic software systems.

Attends meetings to provide status information, resolves differences, and obtains concurrences or commitments as requested by section supervisor.

Participates in planning Fiscal Programming meetings and general meetings with MDT personnel.

Provide training to staff on MDT and FHWA policies and procedures.

Conduct peer reviews as necessary. Reviews and approves the technical data developed by section staff for accuracy and conformance to standards as requested by section supervisor.

Controls

Level I

5%

Develops and generates documents for the Department's use to ensure accuracy of fiscal programming documents.

Level II

10%

Establish and maintains documentation on program goals and objectives and system input assumptions.

Analyzes business processes and systems which manage task processes, makes recommendations and participates in development and implementation of system enhancements.

Develops and generates documents for the Department's use to ensure accuracy of fiscal programming documents.

-
1. ***The following duties and/or specific tasks listed under section II above are considered “essential functions” because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

- A: Future Highway Construction Program (TCP). Identifying relevant funding sources for projects and setting up funding aspects of future construction projects which includes determining funding scenarios based on parameters, keeping a balance between programmed and future project funding objectives and providing assessment, interpretation, and conducting detailed analysis of program requests submitted by other divisions which includes analyzing and ensuring accuracy of all data input into PPMS.
- B: Fund Obligation Program Duties. Determines appropriate funding sources and priorities for construction projects when information received is in conflict with programming objectives (i.e. information supplied is incomplete with regards to on-system vs. off-system locations, other participation per project funding agreements are incomplete or non-existent, etc.) by coordinating communication and resolution of conflicting information amongst various stakeholders within MDT as well as FHWA.

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending; reaching
- Operating a personal computer and ten-key calculator
- Communicate in writing, in person, and over the phone

MENTAL

- Deal with the public on a regular basis
- Possess effective written and verbal communication skills
- Ability to multi-task
- Ability to prioritize
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Instructing

2. Does this position supervise others? ☐ Yes ☒ No

Number directly supervised: none

Position Number(s) of those supervised: N/A

3. Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

Knowledge of the theory, principles, practices, and techniques of accounting and fiscal management with emphasis in governmental and non-profit fund accounting.

Knowledge of governmental/grant accounting.

Knowledge of applicable state and federal laws, regulations and procedures (i.e. the relationship between federal apportionment and federal obligation ceiling, procedures to obtain federal redistribution of obligation authority, project eligibility, etc)

Knowledge of statistical practices and techniques to develop and implement new forecasting models.

knowledge of internal financial and management systems within the Montana Department of Transportation.

SKILLS:

Analytical skills to analyze and interpret financial transactions within the parameters of governmental accounting as well as the financial and reporting requirements set forth in Title 23 CFR as well as various types of financial and planning information, and engineering information and reports.

Effective communication skills (verbal and written) when formulating and presenting recommendations to MDT personnel and supervisor. Verbal and written communication skills.

Ability to communicate effectively verbally and in writing.

Forecasting skills and techniques

Skill in management of resources through computer applications, and in interpersonal negotiation techniques.

Ability to function in a computerized work environment.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: Business Administration with emphasis in Finance or closely related field

Other education, training, certification, or licensing required (specify):

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input checked="" type="checkbox"/> 2 year | <input type="checkbox"/> 5 or more years |

Other specific experience (optional):

Bachelor's Degree in Business Administration with emphasis in finance or a field closely related to finance, and two (2) years of progressively responsible financial management experience. Equivalent combinations of education and experience will be considered on a case by case basis.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

Equivalent combinations of education and experience may be considered on a case by case basis.

SECTION IV – Other Important Job Information

☐

Fingerprint check

☐

Valid driver's license

☒

Background check

☐

Other; Describe

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Acting Human Resources Administrator

Signature: _____ Date: _____